## Self - Confidence in the Workplace

**Part I**

**Word Bank**

| | | | |
|---|---|---|---|
| strengths | arrogant | judgment | confidence |
| vanity | members | workplace | leader |
| support | colleagues | trust | yourself |

In the_____ you need to strike the balance of being confident in _____, but not_____; but, also having _____ in your _____ and the company that you work for. Having knowledge of your emotional _____ or weaknesses leads to self-confidence.

Self - confidence is a feeling of _____ in one's own abilities, qualities, and _____. In the workplace it is important for a _____ and manager to have self-confidence. If you have self - confidence, people will want to work with you. However, arrogance or _____ will lead to a loss of _____ from team _____.

**Part II**

**Word Bank**

| | | | | |
|---|---|---|---|---|
| productive | compliments | decisions | workspace | active |
| prepared | generous | slowly | positively | achieved |
| negative | pride | action | | |

### Tips for having self- confidence

1. Have the confidence to make _____within the appropriate time frame.
2. If you have self - confidence, you will be more _____.

LIVEWORKSHEETS

3. Look at what you've already _____!

4. Take _____ in yourself.

5. Get _____.

6. Think _____.

7. Kill _____ thoughts.

8. Be _____.

9. Speak _____.

10. Be _____.

11. Accept _____.

12. Take _____.

13. Clear your _____.

LIVEWORKSHEETS